

FOLIO

THE UNIVERSITY OF ALBERTA STAFF BULLETIN

EDMONTON 7, ALBERTA

JULY 2, 1971

TANZANIAN TEACHER EDUCATION PROGRAM

The Canadian International Development Agency and the University have signed an agreement establishing a training program for teacher educators from Tanzania.

The program will be administered by the Department of Elementary Education, with MYER HOROWITZ, Chairman of the department, acting as Project Director. The department has also sponsored projects for training primary teachers for Uganda and for northern schools for Indians, Eskimos, and Métis.

Under the Tanzanian project, instructors from teachers' colleges in Tanzania will enrol in a one-year diploma course here. The program will consist of courses in Education and Arts and Sciences according to the students' areas of interest, as well as special core courses to permit them to translate into Tanzanian terms the new ideas to which they will be exposed. They will participate in a very wide range of field experiences in all facets of Canadian education: urban and rural classrooms, school administration, the provincial Department of Education, teachers' Associations, and various conferences.

Unlike their counterparts in other developing nations, Tanzanian teacher educators rarely have been outside their own country. Thus the program with The University of Alberta has a special significance in enriching teacher education in Tanzania by broadening the tutors' experience.

At present only fifty per cent of Tanzanian children of elementary school age are able to attend school. Their government has had to make the difficult choice of admitting a larger number for only one or two years or of restricting enrolments to give those children who start school the opportunity of more years of education, possibly even in secondary school or college. By the end of the century it is hoped that all Tanzanian children will be able to attend school, but first there must be enough teachers and enough schools to accommodate them.

Similar programs in the past have assimilated the visiting students into the host country's culture to the extent that they are unable to identify with their own country when they return. A safeguard has been built into this program in that at least one instructor will have taught in Tanzania and an official of the

Tanzanian Ministry of Education will visit the students each year. On the other hand, to gain from the program, the students must understand our own culture, and they will be encouraged to take part in social and sporting events in the community during their stay.

The program will extend over three years, subject to annual review and approval by CIDA. The project director will visit Tanzania each year to interview the next set of candidates, confer with the teachers' colleges and the Ministry of Education, and visit tutors who have returned to Tanzania to hear any recommendations they may have for improvement of the program.

CIDA will pay for the education of all students, including their tuition, books, room and board, medical expenses, clothing and travel. The project is expected to cost \$400,000.

Only twelve students will be admitted to the first year of the program, although as many as twenty may be admitted in subsequent years.

The first participants in the Tanzanian program will arrive in Edmonton in late August to allow for a period of orientation before classes begin.

CONSTRUCTION REPORT

In spite of ample supplies of mud and rain, the various construction projects on campus are proceeding generally according to schedule. The June 15 progress report from the Campus Development Office lists eight major construction projects under way, in addition to the utilities construction, and seven projects in planning stages.

Concrete floor slabs and columns are being poured for the Humanities Centre on Saskatchewan Drive. The project is 14 per cent complete and on schedule to be finished next summer.

Excavation and piling were begun for Rutherford Library II earlier this month. The building will require about fifteen months to complete.

The Basic Medical Sciences Building has fallen a further three weeks behind its revised completion schedule of November 30 this year. The two phases of the project are 76 and 70 per cent complete respectively, very little different from last month's report.

All concrete pouring of decks on Car Park II is complete, with only a small amount of pouring remaining on the walls

and entrances. The contractor has begun clearing up deficiencies, the most important being the correction of unacceptable concrete slab finish in certain areas. Final completion is now set for July 1 (though the report unfortunately made no mention of the fate of the tennis courts).

Chemistry II now is four per cent complete, and two weeks behind schedule, partly because of the difficulties of excavating mud.

Parts of the second floor of Engineering Centre II are being poured, the west walls and columns are poured, and the second floor beams are complete in that area. The project is 12 per cent complete and progressing on schedule for occupancy next summer.

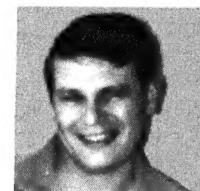
The Fine Arts Building, begun in late March, is seven per cent complete. Although excavation work was reported behind schedule last month, time has been made up and the project is once more on schedule for completion in September, 1972.

The Law Centre is 90 per cent complete. Floor and ceiling tile will be installed as soon as the heating system is operating, installation of drywall is 98 per cent complete, doors and hardware 75 per cent complete, and painting 40 per cent complete.

Site preparation has begun for Education II north of the existing building. Education II will go out to tender in July.

The Students' Union Housing project is now out to tender (at last).

ROBERT JAMES WILD 1942-1971



ROBERT WILD, Research and Planning Analyst in the Institutional Research and Planning Office, died Friday morning, June 25, in a motorcycle accident. He was twenty-nine.

A native of Trochu, Alberta, and a former student at this University, he joined the staff in 1968. Previously he had worked for the Alberta Oil and Gas Conservation Board, Tidewater Oil Company in Oklahoma, and the Edmonton Regional Planning Commission.

In the Institutional Research and Planning Office he was responsible for campus space management, inventory, and allocation.

Records retention and disposition

The following announcement has been received from the Secretary to the Board of Governors.

At its meeting on June 11, 1971, the Board of Governors received a proposal from the President's Committee on Archives for a University policy on records retention and disposal. An outline of this proposal follows.

Comments on this proposal are invited and should be sent to JOHN NICOL, Secretary to the Board of Governors, 301 University Hall, by August 16, 1971.

I. GENERAL POLICY

A. Definition of University Records

In general, University records include any document, device, or item, created or received, which serves to document the organization, functions, policies, decisions or other activities of the University and its faculty, staff, and students.

B. Examples of University Records

1. Correspondence, reports, policy statements, and related items, sent and received.
2. Minutes of all University boards, councils, committees, and other groups.
3. Printed, mimeographed or other reproduced items issued by the University.
4. Audio-visual recordings of University staff, faculty, groups, or events.
5. Personnel records of faculty, staff, students.
6. Administrative records such as general ledgers, journals, purchase orders, and other related fiscal documents. **NOTE:** University records do not include any document or item which was purchased with personal funds or produced in a private capacity.

C. Control of University Records

University records are the property of the University.

D. Disposition of University Records

Dormant University records shall be scheduled for retention and/or disposal by the implementation of Retention and Disposition Schedules which shall require prior approval from the Archives Committee.

University records are not to be destroyed without approval of the Archives Committee.

Faculty and staff leaving the University shall leave all University records for their successors or notify the University Archivist who will determine the disposition of the records based on criteria established by the Archives Committee.

II. RECORDS RETENTION PROCEDURES

A. Records Status

University records will be considered to belong to one or more of the following categories:

1. *Active records*—records that are used by office personnel at least once a month.
2. *Inactive records*—records that are consulted less than once each month. **NOTE:** Some office files remain dormant for eight months of the year and only become active at budget times, etc. A rule of thumb for inactive records is when the rate of referral is 6 times or less in any given year.
3. *Non-permanent records*—records that have no value beyond the immediate purpose for which they were created.
4. *Vital records*—records that are vital to the operations of the University and require maximum protection from theft or destruction. These records should have multiple copies that are housed in separate areas of the campus. If this is not practical, then they should be microfilmed or placed on tape and stored under maximum security conditions.
5. *Archival records*—records that have ceased to have current administrative value and still retain a future historical and administrative value.

B. Records Appraisal

When the status or value of records is unknown, contact the University Archives.

C. Time Table for Record Retention and Disposition

Retention and Disposition Schedules contain a listing of the records with an indication of how long the records should be maintained in an office or storage space. This listing also indicates whether or not the record is to be discarded or transferred to the University Archives after a designated length of time. Schedules fall into two categories:

1. *General Schedules*—(see Appendices A, B, and C). These schedules apply to all University offices and contain records common to most offices.

2. *Department Schedules*—This type of schedule is prepared by each office in consultation with the University Archives and requires the approval of the above-named committee. The Department Schedule will supplement the General Schedule and will be unique for each University office.

3. *Records Not on Retention or Disposition Schedules*—If records are not listed on either the General or the Department Schedules, contact the University Archives.

4. *When Records Can Be Transferred to the Archives*—the General Schedule (see Appendices B and C) indicate the transferral schedule for general records.

5. *When Records Can Be Discarded*—Records on a Retention and Disposition Schedule may be discarded after the expiration of the assigned retention period. Records not on a Retention and Disposition Schedule may not be discarded without approval of the above-named committee. Non-permanent material (see Appendix A) should be disposed of as soon as it has outlived its usefulness.

III. SERVICES OF THE UNIVERSITY ARCHIVES

A. Assistance in the following will be provided to University offices:

1. Appraisal, inventory, and disposition of University records.
2. Development of microfilm techniques and applications.
3. Development of Records Retention and Disposition Schedules.
4. Development, in collaboration with Administrative Data Processing, of office file systems.

B. The University Archives will provide:

1. Physical facilities for housing and servicing archival records.

C. The University Archives will also provide consultant service for:

1. *Record Creation*—(a) type and quality of paper for archival standards; (b) use of bound volumes versus loose papers.

FOLIO

THE UNIVERSITY OF ALBERTA, EDMONTON 7, ALBERTA

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William Samis, Editor

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2. *Maintenance and Use*—(a) use of micro-filming techniques to solve space, security or preservation problems; (b) methods of repairing or rehabilitating damaged records.

APPENDIX A

General Schedule 1

Non-Permanent Material

The following records should be discarded once they have served their purpose:

1. All blank forms which are outdated.
2. Shorthand notes or dictation recordings which have been transcribed.
3. Inter-departmental memos which do not contain policy data.
4. Preliminary drafts or extra copies of correspondence, reports and other records when an official copy has been retained.
5. Copies published or printed items

preserved for supply or office purposes and an *official copy* is retained in the University Archives, e.g., calendars, programs.

6. Punched cards, magnetic tapes and sound recordings that have been transcribed and are not of research value in themselves.

APPENDIX B

General Schedule 2

Multiple Copy Records

The following copies of records that were originally produced in more than one copy, may be discarded upon expiration of the retention periods assigned below*:

1. *Fiscal Records*—Reports, statements, requisitions, invoices, receipts.
2. *Student Records*.
3. *Personnel Records*.

4. *Committee and Council Records*.

This is not a definitive schedule; it will be elaborated upon in consultation with heads of departments who create multiple copies.

APPENDIX C

General Schedule 3

Correspondence Files

When correspondence files are six years old or are inactive, as defined in section II A 2, above, the University Archivist shall be notified and an examination scheduled so as to arrange for their disposition. After approval of the above-named committee has been received, those records of continuing value to the University will be transferred to the University Archives and the remainder will be destroyed.

Institutional Research projects

The projects listed below are now underway in the Office of Institutional Research and Planning. They are summarized here for the information of readers, similar summaries being published at intervals. The last one appeared on April 22.

Inquiries should be directed to the project officer listed for each project (to the name with the asterisk where there are several names) at the Office of Institutional Research and Planning, 111 University Hall, telephone 432-5295.

I. STUDENT RELATED PROJECTS

<i>Description</i>	<i>User</i>	<i>Project officers</i>
COMMUTING SURVEY Survey of student and staff travel methods and times to and from campus. Implication for space and long range planning. i. University transportation trends ii. Commuting student and campus facilities (a) Physical aspects (b) Behavioral aspects	W. D. Neal W. A. Preshing	W. J. Williamson* W. Buxton D. J. Otto J. Brunt
HONORS PROGRAM Study of faculty and student attitudes. i. Questionnaire to current enrollees ii. Questionnaire to Honors Alumni iii. Questionnaire to general (3 year) students iv. Questionnaire to Honors withdrawals v. Questionnaire to faculty	Academic Development Committee	D. J. Otto* J. Brunt
INTERCHANGE OF STUDENTS Student mobility; out of province enrollees, etc.	Universities Commission	H. Gahr
LISTER HALL STUDY No. 1 An analysis of student attitudes in the Lister Hall complex.	A. A. Ryan	N. Mehra* K. Coull
LISTER HALL STUDY No. 2 Replication of Study No. 1 to ascertain validity.	A. A. Ryan	N. Mehra* K. Coull

DROP OUT STUDY Analysis of drop-out data- Phase I.	Registrar's Office Student Counselling	N. Mehra* J. Brunt
STUDENT PROFILE PROJECT Preliminary study of existing data on student attitudes.	Institutional Research and Planning	D. J. Otto* D. English
RETENTION RATES Historical analysis of promotion, transfer, and withdrawal rates at faculty level.	General Administration	K. Coull* P. E. Haney

II. COURSE RELATED PROJECTS

<i>Description</i>	<i>User</i>	<i>Project officers</i>
DEPARTMENTAL STATISTICS: 1970-1971 Course loads; full-time equivalents, etc	Institutional Research and Planning	H. Gahr
WEEKLY STUDENT HOURS—WEEKLY CONTACT HOURS Compilation and distribution	Universities Commission	H. Gahr
HISTORICAL DATA Course registration: background data, etc.	General Administration	H. Gahr
1970-1971 COURSES BY TERM Number of courses taught per term.	Institutional Research and Planning and Administrative Data Processing	H. Gahr
AUTOMATION OF REPORT PROCEDURES Conversion of weekly student hours—weekly contact hours to machine recording.	Vice-Presidents	P. E. Haney
SECTION SIZE ANALYSIS Number of students per section.	Institutional Research and Planning	H. Gahr

III. STAFF RELATED PROJECTS

<i>Description</i>	<i>User</i>	<i>Project officers</i>
COMMITTEE TO INVESTIGATE TEACHING i. Questionnaire to faculty, students, etc. ii. Experimental educational	University Planning Committee	D. J. Otto* D. English A. Gareau

environment—data collection
 iii. Student withdrawals (in conjunction with Student Counselling)
 iv. Course Guide Consultation
 v. Philosophy 240 Study

IV. FACILITIES RELATED PROJECTS

<i>Description</i>	<i>User</i>	<i>Project officers</i>
SPACE INVENTORY AND UTILIZATION ANALYSIS	Universities Commission, Internal, General, etc.	G. Fester*
i. Report programming—updating and analysis of use		G. Fester*
ii. Teaching space utilization—updating and analysis		H. Gahr
iii. Office and research space utilization—updating and analysis		G. Fester
iv. Perpetual inventory update		W. A. Hansen
		I. Olynyk
		C. Sidhu
v. Space Projections	W. D. Neal Universities Commission	P. E. Haney* G. Fester
PROJECT PLANING	Campus Development, University Planning and Faculty Building Committees	W. J. Williamson
i. Revised detailed programs to schematic design Phase I:		
(a) Agriculture 2-I		
(b) Commerce 1		
(c) Household Economics 2-1		
ii. Other detailed programs and Plans		
(a) Student Health Services		
(b) Health Sciences Centre Building Committee		
(c) Education Library		
CAPITAL EQUIPMENT INVENTORY	W. D. Neal	G. Zaharia
Sub-Committee analysing and preparing report for Policy Committee on costs, personnel required, and classification codes.	W. A. Presling Comptroller	
PLAN No. 9 SPACE IMPLICATIONS	W. D. Neal	W. J. Williamson
Committee to study space needs.	W. A. Presling	

LIBRARY TECHNICAL SERVICES AUTOMATION PROGRAM (TSAP)	Library	D. J. Otto
Preliminary study.		
SPACE MANAGEMENT	W. D. Neal	W. A. Hansen
i. E-15 compilation and allocation of space		
ii. Proposed use of Medical Sciences Building		
iii. Proposed use of Athabasca Hall		
FORMULA SPACE STUDY	President's Office	P. E. Haney* G. Fester
Analysis and updating of formula space indices and methods.		
LONG-RANGE STUDENT HOUSING NEEDS	W. A. Presling	K. Coull
Analysis of demand—quantitative and qualitative.		
EDUCATIONAL TESTING AND MEASUREMENT (IRPHE PROGRAMS)	W. D. Neal Institutional Research and Planning	N. Mehra*
Preliminary investigation and collection of data.		

V. FINANCE RELATED PROJECTS

<i>Description</i>	<i>User</i>	<i>Project officers</i>
THE UNIVERSITY OF ALBERTA COST STUDY 1970-1971	D. G. Tyndall	D. Wener
Analysis of Universities Commission enrolment unit weights.		

VI. SYSTEMS RELATED PROJECTS

<i>Description</i>	<i>User</i>	<i>Project officers</i>
UNIVERSITY INFORMATION SYSTEM	General Administration	K. Coull
Development of internal and external data element definitions.		
THE UNIVERSITY OF ALBERTA STATISTICAL HISTORY	General Administration	H. Gahr
Background and historical data.		
BUSINESS ADMINISTRATION MODEL	Faculty of Business Administration and General Model	G. Fester
Cost benefit analysis of change in graduate-undergraduate mix.		

APPOINTMENT

R. C. VON BORSTEL has been appointed Chairman of the Department of Genetics from July 1, 1971. He succeeds JOHN KUSPIRA, an Associate Dean in the Faculty of Science, who has been serving as Acting Chairman.

Dr. von Borstel is at present a biologist at the Oak Ridge National Laboratory, and Professor of Biomedical Sciences at the University of Tennessee. He earned his Bachelor of Arts and Master of Science degrees from Oregon State University and obtained his PhD in Zoology from the University of Pennsylvania. His current research interests are in the genetics of yeasts, especially in the field of radiation-induced effects on mutation rates.

During his scientific career Dr. von Borstel has been involved in many projects, including the genetic effect of space flights on insects, micro-organisms, and population control of insects by the release of irradiated males. In this last area of research, Dr. von Borstel

has served as adviser to governments and growers in Greece, Puerto Rica, and Israel.

Dr. von Borstel has held post-doctoral fellowships at the Cold Spring Harbor Laboratory of the Carnegie Institute and the University of Pavia in Italy. He is the author of over 70 scientific papers, has served as editor on a number of scientific volumes and journals, and is a frequent contributor to scientific societies and conferences in the United States and abroad.

LONG RANGE PLANNING FOR COMPUTER FACILITIES

The Computer Facilities and Policy Committee of the General Faculties Council is undertaking a long-range planning study of needs for computing equipment and similar facilities on the campus.

Expenditures for computing equipment have risen sharply in recent years and demands for service continue to rise. In a constrained budget situation, rationalization and co-ordination of

existing facilities and determination of priorities for future growth is imperative.

The Universities Commission is also studying possibilities for co-operation and sharing of computing facilities among the post-secondary institutions in the province. Thus it is necessary to understand this University's needs both now and in the future for purposes of discussion with the Commission.

A task force of forty-two people from various departments has been set up to aid the Committee to assess campus requirements. The work of the task force is divided into two main phases, phase I identifying the need for computing facilities at the University over the next five years, and phase II developing a plan to meet these needs.

The task force is soliciting the assistance of all departments and individuals who wish to contribute to this planning effort. Department chairmen and computer users will be sent questionnaires and in many cases will be contacted personally by groups working on the study. Special submissions are also encouraged

and will be considered in the preparation of the final report this fall.

Interested persons or departments should contact one of the following members of the Task Force Steering Committee:

D. FENNA, Chairman of the Computer Facilities and Policy Committee, at 432 6342;
G. MULHALL, Director of Administrative Data Processing, at 432-5134; or D. BENT, Director of Computing Services, at 432-4767.

PAY NOW, FLY LATER

Earlier in the year, information was circulated in the University about a plan that permitted 21 days unlimited air travel throughout the continental United States for \$150. The plan was intended for those following the routes of a large number of medium-sized regional carriers, and offered destinations in over 500 American cities.

The Travel Section in the Office of the Comptroller has now reviewed the situation with a local travel agency and determined that generally speaking the plan was not a very good one, for a number of reasons:

1. A person first of all has to get to some major city in the United States before the \$150 plan would apply.
2. The offer was to have been discontinued December 31, 1970, but the United States government was in some way forcing the airlines to continue the plan. The airlines would prefer to drop the whole thing, as they are apparently losing money on it.
3. The travel agencies do not think very much of it from their own point of view. Commissions may be low, perhaps.

PEOPLE

■ KEITH YONGE, who has served as Professor and Chairman of the Department of Psychiatry and as Director of the Department of Psychiatry at the University Hospital for the past 14 years, has been granted a sabbatical leave for a year commencing August 1. Dr. Yonge's area of study will be the ethology and pathology of human aggression. In making his critical review he will be visiting university animal behavior laboratories, particularly at Oxford University with N. TINBERGEN and at the Max-Planck-Institute with CONRAD LORENZ. In Dr. Yonge's absence, WILLIAM DEWHURST, Associate Professor of Psychiatry, will be Acting Chairman of the Department of Psychiatry and Director of the Hospital Department, with J. E. RUNIONS as Associate Chairman and Director.

■ JOHN G. PATERSON, Professor, and HARVEY ZINGLE, Associate Professor, both of Educational Psychology, were appointed to

executive positions during the recent Toronto Conference of the Canadian Guidance and Counselling Association. Dr. Zingle was elected director for the province of Alberta, while Dr. Paterson was installed as the president of the Association for the next two years. Dr. Paterson was also re-elected to the steering committee for the World Congress in Counselling to be held in Quebec City in 1973.

■ D. GRANT FISHER, Professor of Chemical and Petroleum Engineering, presented a paper at the third International Conference on Digital Computer Applications to Process Control. The conference was held in Helsinki, Finland in June.

■ P. M. DRANCHUK, Associate Professor, and D. L. FLOCK, Associate Dean and Professor, both of Chemical and Petroleum Engineering, participated in the eighth World Petroleum Conference in Paris which was sponsored by the French Petroleum Institute.

■ BRIAN J. SPROULL, Director of the Division of Respiratory Disease of the Department of Medicine, was named president-elect of the Canadian Thoracic Society at the annual meeting of the Canadian Tuberculosis and Respiratory Disease Association and Thoracic Society held in Toronto.

■ Y. TAKAHASHI, Director of the Theoretical Physics Institute, gave an invited talk at the symposium "Basic Questions in Elementary Particle Physics" held at the Max-Planck-Institute für Physik und Astrophysik, München, Germany. The symposium was in honor of WERNER HEISENBERG, discoverer of quantum mechanics, who celebrated his 70th birthday this year.

■ At the recent annual meeting of the Canadian Psychological Association held in St. John's, Newfoundland, a symposium on Cultural Factors in Cognitive Competence was chaired by JUANITA CHAMBERS, Associate Professor of Educational Psychology. Among the participants were W. H. O. SCHMIDT and J. P. DAS.

■ R. T. COUTTS, Professor of Pharmacy, was elected a Fellow of the Chemical Institute of Canada at the annual meeting of the Institute held in Halifax, Nova Scotia, in May.

■ DONALD R. EASTCOTT, assistant to the Dean of Pharmacy and Pharmaceutical Sciences, was elected a vice president of the Canadian Tuberculosis and Respiratory Disease Association at its annual meeting held recently in Toronto. Mr. Eastcott is the new president of the Alberta Association.

■ GLOFFREY ELLIOTT, Associate Professor of Physical Education, has been elected president of the Canadian Gymnastics Federation at its annual general meeting in Calgary. Mr. Elliott has been a member of staff since 1963, and has coached The University of Alberta gymnastics team to two national intercollegiate championships.

■ J. BISHOP, Associate Professor, H. ZINGLE, Associate Professor, and D. SAWATZKY, Assistant Professor, all of Educational Psychology, presented papers at the recent meeting of the Canadian Guidance and Counselling Association held in Toronto. I. I. EBERTHIN, Assistant Professor of Educational Psychology, also attended the meeting.

■ L. I. LANIER, Associate Professor of Recreation Administration, addressed a symposium on snowmobiles and off-the-road vehicle research at East Lansing, Michigan.

NOTICES

NON-ACADEMIC GROUP LIFE INSURANCE PROGRAM

The following announcement has been received from the Vice-President (Finance and Administration).

MARTIN VAN KESSEL, President, Non-Academic Staff Association and D. G. TYNDALL, Vice-President (Finance and Administration), have announced that the present reduction schedule for the basic Non-Academic Group Life Insurance Program has been changed in light of the favorable experience of the Program in its second year of operation. The effect of this change will be to provide more insurance coverage for those members

Non-academic group life insurance—basic benefits

Employee classification	Before June 15, 1971	On or after June 15, 1971
I (a) All male employees	\$12,000 to age 50,	\$12,000 to age 50,
(b) All female employees	reducing at age	reducing at age
supporting dependents	50 by \$600 per year.	50 by \$420 per year.
II (a) All other female employees	\$4,000 to age 50,	\$4,000 to age 50,
	reducing at age	reducing at age
	50 by \$200 per year.	50 by \$140 per year.

NOTE: All insurance terminates at age 65 and any rights with respect to the benefits of a member will be governed solely by the Group Master Policy issued by The National Life Assurance Company of Canada.

between ages 50 and 65 years by reducing the rate of the annual reduction from 5 to 3.5 per cent at no additional cost to the members participating in the Program. The changes to be effective June 15, 1971, are shown in the adjoining table.

Enquiries in connection with this matter should be directed to D. F. LARRATT, Office of the Comptroller, telephone 432-5209.

AA MEETINGS CANCELLED

The University group of Alcoholics Anonymous has cancelled its meetings on campus. Persons seeking aid or advice on alcoholism are asked to call 422 2764.

ACRYLICS EXHIBITION

For the next two weeks, Studio d'Or of 69 Macauley Plaza is presenting an exhibition of drawings and acrylics by MILO NEEDLES. Mr. Needles, who employs an expressionist technique, has lived in Mexico for some years and has a Fine Arts degree from the University of the Americas in Mexico City. The gallery is open between 10 a.m. and 6 p.m. on Monday, Tuesday, Wednesday, and Saturday, and between 11 a.m. and 9 p.m. on Thursday and Friday.

FACULTY CLUB

The following are among the events planned for the Faculty Club this week. For reservations or information, telephone 432-4231.

Friday, July 2. TGIF—Beef Bourguigonne at \$2.25—entertainment by Jerry Ford. Casual dining in the Saskatchewan Room—Duck L'Orange at \$4. A Gourmet Special will feature Sole Bonne Femme, Mexicana Sur Risotta, and Gateau de Zugoise at \$13 for two.

Saturday, July 3. Repeat of Friday's Gourmet Special. Reservations should be made. Dinner will be served between 6 and 9 p.m., and there will be dancing from 9 to 12 p.m.

Friday, July 9. TGIF—Welcome to the Summer School Staff—Pic-a-Steak Barbecue at \$2.75 and \$3.50. Entertainment by the Caribbean Ambassadors. A Gourmet Special will feature Assiette du Gourmet Louis Quartorze at \$11 for two.

JULY IN THE BOTANIC GARDEN

The Botanic Garden and Field Laboratory of the Department of Botany, which can be reached nine miles south of Highway 16 on the Devon Highway, will be open on the first Sunday and every Saturday in July from 1 to 7 p.m. The following bulbous and herbaceous plants are normally in flower during this month: *Acontium* (monkshood); *Allium* (onion); *Filipendula* (meadowsweet); *Paeonia* (peony); *Scabiosa*; *Sedum* (stonecrop); *Aruncus* (goat's beard); *Leontopodium*

(edelweiss); *Cimicifuga* (snakeroot); *Ferula* (fennel); *Actea* (baneberry); and *Asclepias* (milkweed).

POSITIONS VACANT

NON-ACADEMIC STAFF

Applicants are sought for the following positions. The Personnel Office (Room 121, Administration Building) will provide further details to interested persons, who are asked not to approach the departments directly.

Accounts Clerk I (\$317-\$405)—Comptroller's Office
Bookkeeper I (\$317-\$405)—Household Economics
Clerk Typist II (\$317-\$405)—Central Stores
Clerk Typist III (\$368-\$468)—Technical Services
Clerk Steno I (\$288-\$368)—Educational Administration
Clerk Steno II (\$333-\$425)—Dentistry (Stores)
Clerk Steno III (\$386-\$491)—Educational Administration; Chemistry; Pathology
Library Clerk II (\$317-\$405)—Extension Library
Student Record Processing Clerk (\$386-\$491)—Education—Student Records
Timetable Clerk (\$468-\$597)—Registrar's Office
Electronics Technician I (\$491-\$627)—Entomology
Mechanical Engineering Technician (\$468-\$591)—Mechanical Engineering
Business Machine Technician (\$468-\$691)—Technical Services (Office Equipment and Repair)
Bacteriology Technologist (open)—Household Economics
Chemistry Technologist I (\$542-\$691)—Physics
Storeman I (\$350-\$446)—Food Science

PERSONAL NOTICES

ANNOUNCEMENT

Due to the increased cost of publishing FOLIO, and the lack of funds for University operations this year, "Personal Notices" can no longer be published as a free service. Readers are asked to pay a small fee for their advertisements.

Notices must be received by 9 a.m. the Friday prior to publication. Rate is seven cents per word for the first insertion and five cents per word for subsequent insertions ordered with the first. To avoid billing, notices must be paid in advance. For assistance or order blanks, telephone Mrs. Adrienne Lent, 432-4991.

Accommodation available

FOR RENT—Garneau, clean attractively furnished upstairs suite, private entrance. Living room, dinette, bedroom, kitchenette, bath. Garage. \$140. Occupancy July 1 or August 1. 433-3357, 433-3749.
FOR RENT—Three-bedroom apartment. Five minutes by car from Campus. Available from August 20, unfurnished. \$190 per month. 439-5358.
FOR SUBLET—Three-bedroom duplex, furnished. \$225. Southgate. September 1971 to September 1972. 434-8873 or 432-4760.
FOR SALE—Forty acres, thirty cultivated; creek on one side. Approximately 17 miles from Edmonton. \$15,000. Fort Saskatchewan. 543-2782.
FOR SALE—Landsdowne. Custom built four-bedroom home. Broadloom throughout, Cedar walls and slate flooring in entrance. Large kitchen, dishwasher, Rundle stone fireplace. Hot water heating. Sliding doors to patio. Double garage with electric door opener. Underground sprinkling system. Aluminum siding. Professional landscaping. \$55,900. 435-2469.
FOR SALE—2½-year-old executive home, 10½ rooms,

four-bedroom split level with double garage, located in Riverbend. Fenced and landscaped. 1,977 sq. ft. Paneling and broadloom. Private sale, immediate occupancy. \$41,400 with mortgage available. 5419-143 St. 435-2564.

FOR SALE—Three-bedroom split level house; two-car garage; fully landscaped. Lendrum. 434-5914.

FOR RENT—August 4 to September 8, one-bedroom furnished apartment, 10 minutes from University. Janko 432-3704 or 432-7273.

FOR RENT—Year-old three-bedroom bi-level house, furnished, appliances, landscaped, view. St. Albert, August 1. Lease. \$250. 432-3395, 599-3429.

FOR SALE—Three-bedroom bungalow with 1½ baths, wall-to-wall carpet, in Petrolia; extra rooms in basement; landscaped and fenced. Mortgage 6¼ per cent, payments \$116 IPT. 435-1398.

FOR RENT—Glenora, outstanding location, Ravine view, four-bedroom family home renting September 1 for \$275. Appointment. 488-0208.

FOR SUBLET—Bachelor suite on 19th floor Garneau Towers, east view, all utilities (except phone) included in rent—\$125 per month. 439-6270, 433-1298.

FOR SALE—Country home by owner. Finest river view property in Edmonton area. 1½ acres, unique ravine setting. Fully landscaped, fieldstone terraced garden. Three bedrooms, hillside home. All rooms southern exposure. Secluded private location, 15 minutes University, 5 minutes Misericordia. Price \$75,000. 487-3698.

Accommodation wanted

WANTED TO RENT—One-bedroom house or suite for July only. Preferably furnished. 434-7395.

Automobiles and accessories

FOR SALE—1965 VW 1500 sedan, good condition, leaving country. Cash. 432-5463, 429-4191 evenings.

FOR SALE—1968 Buick Wildcat two-door hardtop, V/8 automatic, cruise control, adjustable steering wheel, radio. Power equipment includes: steering, brakes, windows, seat, antenna, and trunk release. Light green with vinyl roof, white interior. Asking \$2,650. R. J. Falconer, 432-4756, 699-3623.

FOR SALE—1966 Falcon Futura, 55,000 miles, 6 cylinder automatic, \$700 cash (firm). 424-4797 days or 488-8247 after 5 p.m.

Goods and services

FOR SALE—Brick bookcases, wooden bookcase, kitchen table and four chairs. 432-8172, 8 to 10 a.m., 4 to 6 p.m.

FOR SALE—Upright piano with bench. \$375. 482-2691 evenings.

WORK WANTED—Interior and exterior painting. Fence building and small construction. Experienced U of A students. Rick 439-5503 and Ron 434-7395.

FOR SALE—Coppertone GE dishwasher ready to be built in. \$200. 432-6317 days, 435-6926 evenings.

FOR SALE—Polar bear rug. In excellent condition.

Highest offer. Phone Ollie at 489-3273.

FOR SALE—Chocolate point Siamese kittens and lilac point Siamese mother cat. Papers available. 454-5465.

FOR SALE—Chesterfield and chair, round coffee table, end table, pole lamp, book shelf, \$150; three-piece bedroom suite (new mattress and boxspring), \$175; kitchen table and four chairs, \$45; early American dining room table, high-back chairs, \$250; assorted drapes; all in excellent condition; 180 cm skis, bindings, poles, size 8 boots, bootpress, \$50; six-foot metal toboggan, \$6. 489-0427.

FOR SALE—Tape recorder, Sony TC105 Monophonic 4-track automatic, excellent condition, \$90. 432-5463, 429-4191.

FOR SALE—Knight piano, like new, walnut. 429-7979, 439-1533.

FOR SALE—9 ft. x 12 ft. deep pile beige carpet, one year old, \$150. Nine-drawer dresser, one year, \$95. Electric adding machine, one year, \$125. 50-gal. aquarium with stand and hood, \$50. 3 ft. x 5 ft. mirror, \$10. 439-6270, 433-1298.